

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
OFFICE OF LICENSING/ INSPECTION/VIOLATION REPORT

Center Name: RJK Early Childhood Education LLC dba Kiddie Academy	Center ID#: 071200203	County: Monmouth
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Address: 5 Allyson Way	City: Allentown	Zip Code: 08501	Email:
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Phone: (609) 208-2530	Fax: 6092082409	Initial Inspection: 9/9/2014	License Status: R 12/27/2016
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Due Date(s):*	9/23/2014	10/29/2014	12/10/2014	2/8/2015	4/11/2015	6/13/2015
Date(s) Reinspection:	10/15/2014	11/26/2014	1/8/2015	3/11/2015	5/13/2015	6/15/2015
Due Date(s):*	7/15/2015	9/3/2015	11/2/2015	1/17/16	2/22/2016	
Date(s) Reinspection:	8/3/2015	10/2/2015	12/17/15 pc	1/22/16 pc		
Due Date(s):*						
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Center is in compliance with requirements as of: 2/4/2016 *Reinspection occurs on or soon after due date

Phone Call: 3/11/15

Renewal ☐ Initial ☐ Monitor ☒ Increase ☐ Age Change ☐ Relocation ☐ New Sponsor ☒ Space Evaluation ☐ Complaint # ☐

Date Cited M/D/Year	Date Abated M/D/Year	Based on a inspection(s) conducted by the Office of Licensing (OOL) the above date(s), the center needs to take the following actions in order to come into compliance with the MANUAL OF REQUIREMENTS FOR CHILD CARE CENTERS (N.J.A.C. 10:122):
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Supervision, Staff/Child Ratios & Space

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| | | <input type="checkbox"/> 1. Provide 2 staff to work with the children: when 6 or more children are present; on any field trip, outing, or special event away from the center regardless of transportation; or with more than 12 school-age children on walks. |
| | | <input type="checkbox"/> 2. Ensure that children are supervised by a staff member at all times, including at off-site locations. |

Notes:

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| | | <input type="checkbox"/> 3. Develop and implement a method to keep track of all children, including at off-site locations. |
| | | <input type="checkbox"/> 4. Maintain required staff to meet ratios: when children are awake; sleeping; on premises during naptime. |

Notes:

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| | | <input type="checkbox"/> 5. Limit group size to 12 infants (under 18 months), 20 children for early childhood or 30 children for school-age |
| | | <input type="checkbox"/> 6. Assign a primary caregiver for group of 4 infants and 6 toddlers. |
| | | <input type="checkbox"/> 7. Post the center's license in a prominent location in each building. |
| | | <input type="checkbox"/> 8. Operate within the center's licensed capacity and within each room's capacity. |

Notes:

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| | | <input type="checkbox"/> 9. Identify and maintain space requirements for all rooms approved by the OOL for children's use; make unapproved space inaccessible to children. |
| | | <input type="checkbox"/> 10. Ensure the children's health, safety and well-being. |

Notes:

Activities & Discipline

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| | | <input type="checkbox"/> 11. Provide a sufficient variety of age-appropriate activities. |
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Note: If number is checked, see attachment page(s) for clarification.

		<input type="checkbox"/> 12. Provide age-appropriate time frames for each activity.
		<input type="checkbox"/> 13. Provide enough supplies, furniture and equipment for the required activities.
		<input type="checkbox"/> 14. Provide daily structured and unstructured indoor and outdoor energetic physical activity that promotes coordination and movement skills: 30 minutes for children in care less than 4 hours; 60 minutes for children in care more than 4 hours. Avoid inactivity for more than 30 minutes unless eating or sleeping.
5/13/2015	6/15/2015	<input type="checkbox"/> 15. Develop policies/plans for use of TV/computer/video by children: under 2 years; over 2 years; with special needs; in care less than 4 hours; in care more than 4 hours.
		<input type="checkbox"/> 16. Ensure use of TV/computer/video is educational/instructional and age/developmentally appropriate, and not used as a substitute for planned activities or for passive viewing.
		<input type="checkbox"/> 17. Significantly limit the use of TV/computer/video for children under the age of 2.
		<input type="checkbox"/> 18. Use positive methods of guidance and discipline consistent with children's age and developmental needs; prohibit corporal and/or emotional punishment.

Notes:

		<input type="checkbox"/> 19. Ensure staff do not withhold active play times as a means of discipline unless a child's actions or behavior present a danger to themselves or others.
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Nutrition & Rest

		<input type="checkbox"/> 20. Provide nutritious food and beverages that comply with the manual/CACFP standards including a variety of fruits and vegetables and a high portion of whole grains; limit foods high in solid fats, added sugar, trans fats, and sodium. (Refer to CACFP standards at (www.fus.usda.gov/cnd/care/childcare.htm))
5/13/2015	6/15/2015	<input type="checkbox"/> 21. Provide cribs that meet CPSC standards and maintain documentation on file.
		<input type="checkbox"/> 22. Provide infants/toddlers with opportunities to leave their sleeping equipment to crawl, walk and play.
		<input type="checkbox"/> 23. Ensure children 12 months and younger are initially placed in a face-up sleeping position unless indicated in writing by child's health care provider.

Administration & Parent Involvement

		<input type="checkbox"/> 24. Designate someone in the center to carry out the director's responsibilities when the director is absent.
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Program Records

5/13/2015	2/4/16 e-mail	<input type="checkbox"/> 25. Complete and maintain at the center the staff records checklist.
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Notes:

9/9/2014	10/15/2014	<input checked="" type="checkbox"/> 26. Ensure that Child Abuse Record Information (CARI) checks are completed as required for the sponsor/sponsor representative and all regularly scheduled staff.
9/9/2014	11/26/2014	<input checked="" type="checkbox"/> 27. Ensure that Criminal History Record Information (CHRI) checks are completed as required for the sponsor/sponsor representative and all regularly scheduled staff.
5/13/2015	2/4/16 e-mail	<input checked="" type="checkbox"/> 28. Hire and submit the required documentation for the following: director; head teacher; group teacher; program supervisor.

Notes:

9/9/2014	6/15/2015	<input type="checkbox"/> 29. Maintain record of annual staff training on use of fire alarms and emergency evacuation procedures including evacuation and lock down.
9/9/2014	1/22/16- e-mail	<input type="checkbox"/> 30. Ensure that all full-time staff complete 10 hours annual training with 2 hours in each of the following core areas: child growth and development; positive guidance and discipline; health and safety.
9/9/2014	8/3/2015	<input type="checkbox"/> 31. Ensure that the director, head teacher, group teacher and program supervisor complete 20 hours of annual training in 1 or more of the following: professional development approved by Professional Impact New Jersey or the National Child Care Association, or equivalent staff development in three or more of nine specific management areas including physical activity, special needs programming, & ADA guidelines.
		<input type="checkbox"/> 32. Ensure that 2 staff members who have current certified basic knowledge of first aid principles and CPR are at the center at all times when enrolled children are present.
		<input type="checkbox"/> 33. Review, at least annually, a list from the Consumer Product Safety Commission (CPSC) regarding unsafe products and provide staff and parents with CPSC website www.cpsc.gov/cpscpub/prereel/prereel.html

Sanitation & Diapering

5/13/2015	8/3/2015	<input checked="" type="checkbox"/> 34. Wash and disinfect: toilet training chairs and potty seats after each use; diapering surfaces after each use; toys mouthed by infants and toddlers after each use; mats after each use unless stored separately; sleeping equipment weekly; sheets and blankets weekly; tables before each meal.
9/9/2014	10/15/2014	<input checked="" type="checkbox"/> 35. Ensure that children wash their hands with soap and running water: before intake of food; after using the toilet; after having a diaper change; and as needed.
		<input type="checkbox"/> 36. Ensure that staff wash their hands with soap and running water: before preparing or serving food; after assisting a child in toileting; after changing diapers; after contact with body fluids or secretions; and as needed.

Note: If number is checked, see attachment page(s) for clarification.

Health & Fire Safety

		<input type="checkbox"/> 37. Obtain and maintain on file a current health certificate.
9/9/2014	10/15/2014	<input type="checkbox"/> 38. Obtain and maintain on file a current fire certificate.
		<input type="checkbox"/> 39. Conduct and document monthly fire drills during each session provided at the center and evacuate all children within 3 minutes.
		<input type="checkbox"/> 40. Ensure the center's fire protective systems are operative at all times.
		<input type="checkbox"/> 41. Develop and post prominently on every floor of the center an emergency plan including evacuation, disaster and lockdown procedures.
5/13/2015	5/13/2015	<input type="checkbox"/> 42. Ensure that all exits and egress areas are unobstructed, and exit doors are easily operable.

Notes: Ensure couches do not block the egress to the exit door in room 6

5/13/2015	6/15/2015	<input checked="" type="checkbox"/> 43. Ensure that illuminated exit signs and emergency lighting are operable at all times.
		<input type="checkbox"/> 44. Ensure that fire extinguishers are serviced and tagged annually, and recharged if necessary.
		<input type="checkbox"/> 45. Remove excess storage and/or combustibles from the furnace room.

Bathroom & Kitchen Facilities

5/13/2015	5/13/2015	<input checked="" type="checkbox"/> 46. Ensure all toxic substances and medications are inaccessible to children.
Notes: Ensure cleaning supplies and sunscreen are out of reach of children in the bathrooms and closets.		

Building Maintenance

9/9/2014	11/26/2014	<input checked="" type="checkbox"/> 47. Keep all surfaces clean and in good repair.
Notes:		
		<input type="checkbox"/> 48. Provide 1 of the 4 monitoring options listed in the manual.
9/9/2014	11/26/2014	<input checked="" type="checkbox"/> 49. Repair and/or paint surfaces in specified areas:

Notes:

9/9/2014	1/8/2015	<input checked="" type="checkbox"/> 50. Ensure that indoor and outdoor equipment is sturdy, safe and free of hazards.
Notes:		

Outdoor Play Area, Equipment and Maintenance

		<input type="checkbox"/> 51. Provide and maintain play equipment to meet public playground design standards (ASTM F-1487) as specified by the Consumer Product Safety Commission (CPSC). (Not for profits by 10/18/14)
9/9/2014	1/8/2015	<input checked="" type="checkbox"/> 52. Provide and maintain resilient surfacing (ASTM F-1292) and use zones under all play equipment that subjects children to a fall as specified by the CPSC.
		<input type="checkbox"/> 53. Take necessary action to remove outdoor hazards.

Notes:

ALERT: Effective 8/6/14, stackable cribs are prohibited.

☐ See attached Transportation Inspection/Violation page.

Inspector(s) Name(s)

Erin S. Brown
Terry A. Brookshaw

#	Date Cited	Date Abated	Inspection/Violation Report Attachment	
35	9/9/2014	10/15/2014	Ensure that children wash their hands with soap and running water after having a diaper change.	Delete
47	9/9/2014	11/26/2014	Clean the mechanical ventilation in the Room 6, 7/9 and 8/10 bathrooms.	Delete
47	9/9/2014	10/15/2014	Repair and/or replace the burned out light bulbs in Rooms 5 and 8.	Delete
47	9/9/2014	11/26/2014	Repair and/or replace the tearing and wearing vinyl furniture in Rooms 3 and 4.	Delete
47	9/9/2014	10/15/2014	Repair and/or replace the stained ceiling tile in Room 5.	Delete
49	9/9/2014	11/26/2014	Provide paint for the wall in Room 10 by the emergency exit and the window ledge in Room 4.	Delete
50	9/9/2014	1/8/2015	Secure the radio cord in Room 6 and ensure that it is inaccessible to the children.	Delete
50	9/9/2014	10/15/2014	Repair and/or replace the tearing carpeting on the stairs in the Multi Purpose Area.	Delete
50	9/9/2014	11/26/2014	Secure the computer monitors to a stable surface in the Multi Purpose Area.	Delete
50	9/9/2014	11/26/2014	Repair and/or replace the tearing rugs in Rooms 5 and 10.	Delete
52	9/9/2014	1/8/2015	Repair and/or replace the tearing resilient surfacing on the middle playground.	Delete
500	9/9/2014	10/15/2014	Ensure that each child's bedding is stored individually.	Delete
501	9/9/2014	5/13/2015	Ensure new directors complete staff development in Understanding Regulations within 90 days of hire.	Delete
26	5/13/2015	8/3/2015	Ensure all staff complete the CARI clearance- 3 staff	Delete
27	5/13/2015	6/15/2015	Ensure all staff complete the CHRI clearance- 3 staff	Delete
34	5/13/2015	8/3/2015	Wash and disinfect the diaper surface after each diaper change- staff only sanitized surface.	Delete
43	5/13/2015	6/15/2015	Ensure emergency lights are operable- lights in room 7, near kitchen, in multi purpose room.	Delete
47	5/13/2015	10/2/2015	Keep all surfaces clean and in good repair: 1.) clean bathroom fans- rooms 7/9-ABATED 10/2/2015 2.) repair the vinyl couches and chairs in room 3- ABATED- 8/3/2015 3.) clean ceiling vents near the doors to the classrooms- ABATED- 8/3/2015 4.) repair loose toilet seats- room 5/ 7- ABATED- 6/15/2015 5.) repair clogged sink in room 8- ABATED- 8/3/2015 6.) repair toilet in room 8- not operable- ABATED 6/15/2015 7.) repair shelf in multi purpose room- very shaky- ABATED 6/15/2015 8.) repair trim on cabinets in rooms 3-ABATED 10/2/2015 9.) clean crayon off large play toy structures- ABATED- 6/15/2015	Delete
500	5/13/2015	6/15/2015	Ensure 2 staff have been trained in the use of the epi-pen.	Delete
501	5/13/2015	6/15/2015	Ensure center has hot water in room 8	Delete
502	5/13/2015	8/3/2015	Ensure sink in room 1 is used for hand washing only- staff hand washing over baby bottles and bibs.	Delete
503	5/13/2015	6/15/2015	Ensure garbage cans have lids.	Delete
46	8/3/2015	8/3/2015	Ensure disinfectant wipes are out of reach of the children in room 5- a child was playing with the disinfectant wipe container, opened the container, and pull at the wipes.	Delete
28	5/13/2015	2/4/16 e-mail	Submit diploma for 1.) program supervisor ABATED-8/3/15 2.) transcripts for group teacher 3.) director- ABATED 12/30/15-e-mail	Delete